



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES ANALYST or ASSOCIATE BUDGET ANALYST

\$2,817-\$4,446 (SSA) or \$4,400-\$5,348 (ABA)

BUDGET AND REVENUE MANAGEMENT BUREAU

BUDGET OFFICE

SACRAMENTO

2 POSITIONS

The Department of Insurance is seeking an individual who enjoys the challenge of working in a fast-paced, diverse organization. This position is in the Budget and Revenue Management Bureau at our Sacramento downtown location.

RESPONSIBILITIES: Under the supervision / direction of a Staff Services Manager I, this position is responsible for the following specific duties:

- Review, analyze, and evaluate program budget change proposals (BCPs); analyze the fiscal impact and feasibility of a BCP; and makes recommendations for denial/support to upper management.
- Develop budget allotments. Work closely with the program management to monitor and track program allotments and expenditures, develop alternatives for unanticipated funding issues, and prepare customized fiscal reports and other fiscal tools or fiscal statements.
- Monitor and prepare in-depth analysis of expenditure projections on the various components of personal services and operating expenses and equipment. Prepare various fiscal analyses to determine a cost impact or to validate the fiscal status to enable program staff to make informed decisions. Develop recommendations and present to management resolutions for deficits or savings situations as they arise.
- Develop the annual Exam Rate to ensure the department fully recovers its exam-related costs.
- Monitor and track the status of authorized positions on a monthly basis.
- Analyze and prepare the fiscal analysis of proposed and pending legislation.

DESIRABLE QUALIFICATIONS:

- Ability to resolve complex matters while working under tight time constraints.
- Accurately analyze data and independently prepare or evaluate budgetary proposals and justifications, and resolve budgetary issues with the appropriate program area(s).
- Possess a thorough knowledge of CALSTARS reports.
- Ability to communicate effectively both orally and in writing.
- Ability to work independently and in a team environment.
- Familiarity with the state budget process and budget development, including the various schedules that are submitted to the Department of Finance.
- Maintain effective working relationships with various levels of departmental management.
- Work proficiently on spreadsheets and database files using Microsoft Excel, Word, and Access

DO NOT SUBMIT APPLICATIONS TO CalHR

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ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
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applications.

WHO MAY APPLY: Applications will be accepted from current State employees at the Staff Services Analyst and Associate Budget Analyst levels, those within transfer range, or those who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Submit a completed STD 678 application to Tina Brown, Department of Insurance - Human Resources, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814, **Please indicate either “Staff Services Analyst #195-5157-AAA” or “Associate Budget Analyst #195-5284-BBB” on the State application.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3351.

FINAL FILING DATE: March 15, 2013 – Close of Business (5:00 pm)

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